CITY OF SAN ANTONIO

P.O. Box 839966 San Antonio, Texas 78283-3966

December 17, 2001

Dear Sir/Madam:

In keeping with technological advances, the City of San Antonio, Department of Public Works is implementing a new process for Requests for Qualifications (RFQ). Specifically, the City is integrating Internet and electronic communications (email) into our RFQ process. Therefore, please provide Public Works with the email address for your firm by responding to Ms. Evelyn McRae at emcrae@sanantonio.gov. By providing your email address, you will be added to our electronic mailing list and automatically receive notification of RFQ's. In the past the City, as a service to the Consultants, has provided notification via US mail. Effective immediately, RFQ information will no longer be sent via US mail to prospective respondents.

We encourage frequent use of the web site for the City of San Antonio at www.sanantonio.gov. Detailed information on all active RFQ's and forms will be available at this web site. I have attached a step-by-step guide to assist you in navigating to the RFQ forms location. In the event you do not have access to the internet, RFQ forms and information can be obtained at our offices on the 5th floor of the Municipal Plaza Building, located at 114 W. Commerce.

Any questions regarding this new process for the RFQ should be addressed to Evelyn McRae, Special Projects Officer, at (210) 207-4051.

Sincerely,

William E. Krause
Capital Programs Manager
Department of Public Works

WEK/ejm
Attachment
cc
    File

NAVIGATIONAL GUIDE TO RFQ REPORT & RFQ FORMS

1. Log on to City Government Website www.sanantonio.gov.
2. On top menu point to "Govenrment" hover button until drop down menu appears.
3. Click on "City Departments".
4. Click on "Public Works" link.
5. On left side of screen, click "Capital Projects" on Secondary Navigational Bar.
6. Point to "Reports" on Secondary Navigation Bar until drop down menu appears.
7. Click on "RFQ Report".
8. Select and print any of the RFQ .pdf files.
9. Click on "RFQ Forms" on Secondary Navigational Bar.
10. Select and print any forms required.